

**Strategic Prevention Framework State Incentive Grant
(SPF SIG)
Executive Committee Meeting
February 20, 2007**

MINUTES

PRESENT: Jeff Barber
Jason Hutchens
Dennis Wichern
Bob Levy
Sonya Cleveland
Paula Parker-Sawyers

DMHA STAFF: Cathy Boggs
David Bozell
Jeanette Grissom
Marcia French
Kim Manlove
John Viernes
Dave Garner
Veronica Coleman

Welcome

Jason Hutchens gave the welcome, and called the meeting to order.

Minutes

Jason Hutchens asked for a review of the minutes and asked that corrections be forwarded to Kim. Approval of the minutes was deferred until the next meeting because of the absence of a quorum.

Project Overview

Kim Manlove stated that a revision of the Strategic Plan was submitted to CSAP and is currently being reviewed. CSAP agreed to also review the Project RFS concurrently with the Strategic Plan. Kim asked each Workgroup Chair to give reports on their activities.

Workgroup Updates

Finance - Tom Turney was not able to attend due to death in his family.

Training and Outreach - Paula Parker-Sawyers stated that the Pre Conference Informational Session would be held March 1st, 2007 in the IGC Conference Center Auditorium which would be a power-point presentation that would include information and descriptions of SPF SIG's Missions and Goals, Strategic Plan, Project Roll-Out Timeline, and schedule for upcoming Training and Assistance Workshops. The entire presentation along with Project Minutes, the State Epidemiological Profile, the Strategic Plan and RFS can now be found on the Project's new website <http://www.in.gov/fssa/mental/spfsig>. Participation by grantees at the March 1st Conference is mandatory as well as attendance at one of the regional TA workshops. She also mentioned that the next edition of the Project Newsletter would highlight the conference and the TA Workshops. Paula also requested that all those who will be presenting at the March 1st Conference should submit their presentation to her office on or before February 26, 2007 so that they may be included in a CD that will be part of the packet of materials participants will receive.

Evaluation - Bob Levy stated the evaluation forms developed by the workgroup continue to be a valuable tool for monitoring the effectiveness of the project and that his groups is working on tools that will assist is moving with community readiness and the overall evaluation of the

project. Bob also stated that the evaluation workgroup will be looking into an evaluation of the Strategic Plan.

Grant Review - Jeff Barber stated that at the second meeting of the workgroup consisted of a review of grant review workgroup responsibilities and a clarification of workgroup's role. They discussed at length the process of reviewing applications by the Peer Review Panel and possible members for the ERP. The GRW also discussed the creation of a scoring sheet that would follow the outline of the RFS.

SEOW - Eric Wright reported that he had submitted a proposal to present at an Epidemiological Conference in June that would highlight Indiana's State Epidemiological Profile and the work of the SEOW.

Request for Services Update

Marcia French explained.

1. RFS items the counties needs.
 - Letter of Interest
 - Compensation Schedule
 - Check List for Communities
 - Capacity Building Checklist
 - Coding Criteria
2. Discussed other documents from the chosen communities that are being created to help with their benchmarks.

Other Items

Kim Manlove reminded the Executive Committee that rosters, agenda, and minutes of all Executive Committee, Governor's Advisory Council and Workgroups can now be found on the Indiana SPF SIG Website at <http://www.in.gov/fssa/mental/spfsig/>.

2007 Meeting Schedule

Kim stated Executive Committee meeting will be held on alternating months opposite GAC meetings and that in May there may be a special meeting called to finalize the list of grantees.

Meeting adjourned.

The next Executive meeting will be April 17th, 2007, from 1:00 pm to 3:00 pm, at the Indiana Government Center South Conference Room 4.